




DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: PROFESSIONAL LICENSES	POLICY NO. 600.8	EFFECTIVE DATE 12/1/03	PAGE 1 of 4
APPROVED BY:  Director	SUPERSEDES 10/01/89	ORIGINAL ISSUE DATE 09/01/81	DISTRIBUTION LEVEL(S) 2

PUPROSE

- 1.1 To provide direction on Department of Mental Health (DMH) requirements regarding professional licenses, registrations, certificates and license waivers.

DEFINITION

- 2.1 As used in this policy, *license* also means *registration, certification, license waiver* as applicable to the specific classification.

POLICY

- 3.1 As a condition of employment, employees holding any payroll title that has licensure as a requirement, must maintain a valid and active license at all times.
- 3.2 Psychologists or Psychiatric Social Workers I (PSW I) who are not licensed by the relevant time limit set by this policy may not perform any duties requiring a license and may be terminated from DMH employment for lack of meeting licensure requirements within required time frames to perform clinical functions.
- 3.2.1 At the discretion of DMH, employees may be allowed to demote voluntarily to lower level, non-treatment positions for which they have satisfactorily demonstrated the required skills and abilities.
- 3.2.2 Employees may also be considered for continued employment if they demote voluntarily to a previously held non-treatment position in which they performed at a competent level, provided vacant, budgeted positions are available.
- 3.3 It is the responsibility of employees to ensure that State examination requirements are met and licensure is obtained within applicable deadlines.
- 3.4 DMH may forgo the licensure requirement for PSW I, Community Mental Health Psychologist and Clinical Psychologist II positions, in accordance with Welfare and Institutions Code Section 4996.18 and 5751.2 respectively. This permits individuals employed in these positions to gain qualifying experience for the respective California State licensing examination and/or sufficient time to apply for, take and pass the relevant examination.



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- 3.5 Employees are subject to disciplinary action, including suspension, reduction or discharge, if they allow their licensure to expire or their license is revoked, or if they fail to renew the required license in a timely manner.
- 3.5.1 Timely renewal is renewal prior to the expiration date, regardless of any “grace period” permitted by the relevant licensing board, agency or organization.
- 3.6 When a license issued by a government agency is required, it must be with the appropriate California government agency or board, pursuant to State law. If a certification or registration with a non-governmental organization is required (e.g., for Occupational Therapist classifications), it must be issued by the organization identified in the relevant class specification.
- 3.7 In addition to Physician and Surgeon licensure, all physicians shall maintain a valid United States Drug Enforcement Agency Controlled Substance Registration Certificate that allows them to prescribe any drug listed on the DMH formulary.
- 3.8 Employees who perform the “out-of-class” duties of a licensed classification **must have** the appropriate licensure status.
- 3.9 Employees in positions that do not require licensure but who hold licenses are strongly encouraged to maintain them in an active status.
- 3.10 Employees who materially falsify their employment record as it relates to licensure or submit a falsified license may be terminated from employment.
- 3.11 Employees who materially falsify an examination application as it relates to licensure or who submit a falsified license shall have their application rejected and may be terminated from employment.
- 3.12 Employees are responsible for meeting any requirements, such as obtaining Continuing Education Units, to maintain a valid license set by their profession’s licensing board in sufficient time so that their licensed status is continuously in force.

RESPONSIBILITIES

- 4.1 The Program Manager shall:
- 4.1.1 Immediately take the following steps when informed by the employee that he/she no longer possesses a valid or in force license, registration or certificate:



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- 4.1.1.1 Ensure that the employee does not perform any duties that require the possession of the particular license, registration or certificate;
- 4.1.1.2 Notify the Program Head, District Chief or other designated bureau administrator; and
- 4.1.1.3 Notify the Personnel Officer.
- 4.1.2 At the time of an employee's annual Performance Evaluation, review the required license(s). The employee shall make his/her license available for the manager's review.
- 4.1.3 Attach a copy of each required, current, valid license to the employee's Annual Policy Certification form that is part of the Performance Evaluation package.
- 4.2 All employees in licensed positions shall:
 - 4.2.1 Ensure their license is appropriate for their position and is properly issued, valid and in force at all times;
 - 4.2.2 Immediately report to their supervisor when their license has expired or has been suspended or revoked by the issuing agency;
 - 4.2.3 Apply for and take all licensing examinations as soon as practicable;
 - 4.2.4 Ensure that management has a copy of their current license(s) on file; and
 - 4.2.5 Any employee who misrepresents or fails to make a timely report of any change of status to his/her license is subject to disciplinary action, up to and including discharge.

EMPLOYEES ON LEAVE

- 5.1 When a licensure is a minimum requirement of a position and the employee is on leave when the license expires, the employee must maintain the license in an active status, when or if there is an expectation the employee will be returning to his/her position.
- 5.2 Employees who have taken active steps that would result in their not returning to work (such as applying for retirement or participating in an approved Workers' Compensation Rehabilitation Program) may have their license requirement waived by DMH.



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AUTHORITY

California Welfare and Institutions Code Sections 4996.18 and 5751.2

ATTACHMENTS

Attachment I	DMH Classifications That Require Licensure (Alphabetical)
Attachment II	DMH Classifications That Require Licensure (Item Number)

REVIEW DATE

This policy shall be reviewed on or before May 1, 2008.

DMH CLASSIFICATIONS REQUIRING LICENSURE*Alphabetical by payroll title*

Item No.	Payroll Title	Type of License, Certification, Registration
5276	Assistant MH Counselor, RN	Registered Nurse
4739	Chief MH Psychiatrist	Physician and Surgeon
5327	Clinic Nurse I	Registered Nurse
5468	Clinic Physician, MD – Session	Physician and Surgeon
5469	Clinic Physician, MD	Physician and Surgeon
8698	Clinical Psychology Coordinator II	Psychology
8693	Clinical Psychologist II – Session	Psychology
8697	Clinical Psychologist II	State Waiver or Psychology License
8711	Community MH Psychologist	State Waiver or Psychology License
5471	Consulting Specialist, MD – Hourly	Physician and Surgeon
5472	Consulting Specialist, MD – Session	Physician and Surgeon
5491	Deputy Director, MD, MH	Physician and Surgeon
4567	Medical Director, MD, MH	Physician and Surgeon
1395	Medical Records Director II	Registered Records Administrator
5492	MH Clinical District Chief, MD	Physician and Surgeon
5439	MH Clinical Program Head, MD	Physician and Surgeon
9030	MH Clinician	Licensed Marriage and Family Therapist
5470	MH Consultant, MD – Hourly	Physician and Surgeon
5467	MH Consultant, MD – Session	Physician and Surgeon
5278	MH Counselor, RN	Registered Nurse
4735	MH Psychiatrist	Physician and Surgeon
5107	Nursing Assistant - Sheriff	Vocational Nurse
5100	Nursing Attendant II	Certified Nursing Assistant
5353	Nursing Care Specialist II	Registered Nurse
5856	Occupational Therapist I	Registered Occupational Therapist
5857	Occupational Therapist II	Registered Occupational Therapist
5530	Pharmacy Services Chief III	Registered Pharmacist
5504	Pharmacy Technician	Certified Pharmacy Technician
5475	Physician, MD	Physician and Surgeon
5284	Principal MH Counselor, RN	Registered Nurse
9037	Psychiatric Social Worker Consultant	Licensed Clinical Social Worker
9034	Psychiatric Social Worker I	Associate or Licensed Clinical Social Worker
9035	Psychiatric Social Worker II	Licensed Clinical Social Worker
8161	Psychiatric Technician I	Licensed Psychiatric Technician
8162	Psychiatric Technician II	Licensed Psychiatric Technician
8163	Psychiatric Technician III	Licensed Psychiatric Technician
5230	Public Health Nurse	Registered Nurse
5236	Public Health Nurse Supervisor	Registered Nurse
8712	Senior Community MH Psychologist	Psychology
5280	Senior MH Counselor, RN	Registered Nurse
5478	Senior Physician, MD	Physician and Surgeon
5337	Senior Staff Nurse – Sheriff	Registered Nurse
5335	Staff Nurse	Registered Nurse
5336	Staff Nurse – Sheriff	Registered Nurse
4737	Supervising MH Psychiatrist	Physician and Surgeon
9038	Supervising Psychiatric Social Worker	Licensed Clinical Social Worker
5340	Supervising Staff Nurse I - Sheriff	Registered Nurse
5341	Supervising Staff Nurse II - Sheriff	Registered Nurse

DMH CLASSIFICATIONS REQUIRING LICENSURE*By Item Number*

Item No.	Payroll Title	Type of License, Certification, Registration
1395	Medical Records Director II	Registered Records Administrator
4567	Medical Director, MD, MH	Physician and Surgeon
4735	MH Psychiatrist	Physician and Surgeon
4737	Supervising MH Psychiatrist	Physician and Surgeon
4739	Chief MH Psychiatrist	Physician and Surgeon
5100	Nursing Attendant II	Certified Nursing Assistant
5107	Nursing Assistant – Sheriff	Vocational Nurse
5230	Public Health Nurse	Registered Nurse
5236	Public Health Nurse Supervisor	Registered Nurse
5276	Assistant MH Counselor, RN	Registered Nurse
5278	MH Counselor, RN	Registered Nurse
5280	Senior MH Counselor, RN	Registered Nurse
5284	Principal MH Counselor, RN	Registered Nurse
5327	Clinic Nurse I	Registered Nurse
5335	Staff Nurse	Registered Nurse
5336	Staff Nurse – Sheriff	Registered Nurse
5337	Senior Staff Nurse – Sheriff	Registered Nurse
5340	Supervising Staff Nurse I – Sheriff	Registered Nurse
5341	Supervising Staff Nurse II – Sheriff	Registered Nurse
5353	Nursing Care Specialist II	Registered Nurse
5439	MH Clinical Program Head, MD	Physician and Surgeon
5467	MH Consultant, MD – Session	Physician and Surgeon
5468	Clinic Physician, MD – Session	Physician and Surgeon
5469	Clinic Physician, MD	Physician and Surgeon
5470	MH Consultant, MD – Hourly	Physician and Surgeon
5471	Consulting Specialist, MD – Hourly	Physician and Surgeon
5472	Consulting Specialist, MD – Session	Physician and Surgeon
5475	Physician, MD	Physician and Surgeon
5478	Senior Physician, MD	Physician and Surgeon
5491	Deputy Director, MD, MH	Physician and Surgeon
5492	MH Clinical District Chief, MD	Physician and Surgeon
5504	Pharmacy Technician	Certified Pharmacy Technician
5530	Pharmacy Services Chief III	Registered Pharmacist
5956	Occupational Therapist I	Registered Occupational Therapist
5857	Occupational Therapist II	Registered Occupational Therapist
8161	Psychiatric Technician I	Licensed Psychiatric Technician
8162	Psychiatric Technician II	Licensed Psychiatric Technician
8163	Psychiatric Technician III	Licensed Psychiatric Technician
8693	Clinical Psychologist II – Session	Psychology
8697	Clinical Psychologist II	State Waiver of Psychology License
8698	Clinical Psychology Coordinator II	Psychology
8711	Community MH Psychologist	State Waiver or Psychology License
8712	Senior Community MH Psychologist	Psychology
9030	MH Clinician	Licensed Marriage and Family Therapist
9034	Psychiatric Social Worker I	Associate or Licensed Clinical Social Worker
9035	Psychiatric Social Worker II	Licensed Clinical Social Worker
9037	Psychiatric Social Worker Consultant	Licensed Clinical Social Worker
9038	Supervising Psychiatric Social Worker	Licensed Clinical Social Worker